

**Town Manager's Office
Town of Mansfield**

Memo

To: Town Council
From: Matt Hart, Town Manager
CC: Town Employees
Date: September 12, 2016
Re: Town Manager's Report

Below please find my report concerning various items of interest to the Town Council, the staff, and the community:

Council Business

- *Resolution Establishing a Referendum for the Mansfield Middle School Gymnasium Project* – As I communicated to the Town Council via email, at the August 30, 2016 meeting the Council approved a series of motions and resolutions regarding the appropriation and borrowing authorization for renovations and repairs to the Mansfield Middle School gymnasium, locker rooms and bathrooms. The Council also set the referendum date at that time. During the preparation of the explanatory text, Bond Counsel discovered that several words had been omitted in the ballot label prepared for the Town. The wording in the resolutions appropriating the funds and establishing the referendum was correct as approved. However, the ballot label was missing some language, highlighted below. The label should read as follows:

*SHALL THE TOWN OF MANSFIELD APPROPRIATE \$873,000 FOR THE MANSFIELD MIDDLE SCHOOL GYMNASIUM AND RELATED FACILITIES RENOVATIONS PROJECT, **AND** **AUTHORIZE THE ISSUE OF** BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION?"*

Bond Counsel recommended that in connection with the Council's approval of the August 30, 2016 meeting minutes, the identified change should be incorporated as a correction to a scrivener's error. Consequently, I prepared a memo to this effect and included it in the Council packet (see Item #8). However, I reviewed this with the Mayor and Town Attorney, and they expressed some discomfort with treating the correction as a scrivener's error. The Town Attorney subsequently contacted Bond Counsel, and they determined that the best way to handle the correction would be for the Council to add an amendment to the resolution establishing the bond referendum as an item of business for the September 12, 2016 meeting, and to take action on the amendment. Amending the resolution and the ballot label in this manner would NOT require the Council to change the date of the November 8, 2016 bond referendum. I have attached the amendment prepared by Bond Counsel for the Council's consideration and action.

- *Town Attorney Opinion re Regulating Political Speech at Transfer Station Property* – Please see [Item #17](#) in your Council packet, an opinion from the Town Attorney re Regulating Political Speech at Transfer Station Property. I requested this opinion based on questions the Council had regarding the Town's policy concerning political activity at the transfer station. Please let me know if you would like to add this subject as an item of business to a future Council agenda.
- *PZC Response to Council Referral re: Outdoor Wood-Burning Furnaces* – I wanted to draw your attention to [Item #16](#), an excerpt from the 07/08/16 Planning and Zoning Commission minutes. The PZC reviewed the Council's referral re outdoor wood-burning furnaces and determined that this review would require a formal application to amend the zoning regulations. Please let me know if you would like to add this subject as an item of business to a future Council agenda.

- *Town Council Goals* – As a reminder, on Tuesday, September 20th at 6:00 PM in the Council Chamber, we will hold a special meeting regarding Council goal-setting.

Departmental Reports

- *Town Manager's Office*
 - *CT Water Interconnection Project Update* – The installation of the water main has been completed. The main is still being testing and undergoing a final evaluation relative to water quality and the operation of the pressure reducing valves and other components of the system. The Company and the University are working through final 'punch list' of items, including aspects related to access and easements for pipe repairs before the interconnection is activated and water is flowing. The final paving along Route 195 is underway now between Tolland and Coventry and that portion will be finished Tuesday evening. Final paving of the entirety of Rte. 195 impacted by the water main installation is expected to be completed before the end of the construction season. Property owners along the route have been notified to notify them of the availability of water and contacts to learn about the process if they are interested in connecting to the system before the final paving is complete. A communication will be sent to all those water and wastewater customers now served by the University that will be served by Connecticut Water prior to activation of the water service welcoming them to the company and providing them with information on service and billing as well as website and 24 hour customer service contacts. CT Water expects to have the main in service this fall. Connecticut Water's existing customers at Jensen's Rolling Hills Community on Route 44 will likely be the first customers connected to the new pipeline.
 - *Fire Chief Recruitment* – The Town is pleased to announce that Mr. Francis Raiola will be appointed to the position of Fire Chief effective October 15, 2016. Mr. Raiola is an accomplished professional with over three decades experience in the Fire and Emergency services field. Most recently, Mr. Raiola has been serving as the Town's Deputy Chief-Fire Marshal-Emergency Management Director since April 2012. Mr. Raiola has been with the Town of Mansfield since September 2000 and previously served in the capacity of Assistant Chief-Deputy Fire Marshal-Assistant Emergency Management Director. Mr. Raiola was a member of the UCONN Fire Department, ultimately rising to the position of Captain/Shift Commander/Deputy Fire Marshal. Mr. Raiola holds an associate's degree from Charter Oak College and numerous certifications in the Fire and Emergency Services field. Mr. Raiola will be the Town's second career Chief, succeeding David Dagon, who will be retiring this fall after 14 years of dedicated service to the Town.
 - *ICMA Conference* – Later this month, Assistant Town Manager Maria Capriola and I will be attending the International City Management Conference in Kansas City. This is the premier local government management conference in the nation, and we appreciate your support of our professional development activities. Ms. Capriola and I will both miss the September 26, 2016 Council meeting; I will designate an acting town manager to cover the Council meeting and other responsibilities during that time period.
 - *New Hires* - Please join me in welcoming our new employees:
 - Chris Whitten began work the week of August 22nd as our new economic development graduate student intern with Planning & Development. Chris is a second year MPA student at UCONN. He holds a bachelor's degree from Stonehill College.
 - David O'Brien has been appointed to a full-time firefighter/EMT position effective September 4, 2016. Dave is currently a volunteer with the 8th Utilities District in Manchester. Most recently Dave has been working as an EMT. Dave holds a bachelor's degree from Northeastern University.

- *Water Conservation Notice* – UConn has issued a Stage III Water Supply Watch because seasonally dry conditions have reduced area streamflows. The Stage III Water Supply Watch includes mandatory and voluntary water conservation measures. UCONN is enlisting our support and cooperation to conserve water, until further notice. The University's water supply remains adequate to meet current and forecasted system demands and any emergency needs such as firefighting. Per UCONN's Water Supply Plan, the University is committed to operating an environmentally sustainable water supply system. Given current streamflow conditions and rainfall forecast, they are asking students, faculty, staff, and off campus municipal, commercial, and residential users to be conscientious of their daily water use and to conserve water. The following mandatory conservation measures remain in effect:
 - Lawn watering for all University and non-University users is limited to four hours or less per day and only between the hours of 5 to 9 AM and 7 to 9 PM. Athletic fields will be allowed up two hours of water per day during the same hours.
 - Filling of public or private pools must be provided via water delivered from another source.
 - Washing of motor vehicles is banned. The University's wash bay will be closed until further notice.
 - The use of ornamental or display fountains is banned.
 - The use of water for washing and wetting down streets, sidewalks, driveways or parking areas is banned unless required by the local public health authority.
 - The use of UConn water for dust control at construction sites is banned. Contractors are required to provide water for dust control from off-site.
 - The use of hydrant sprinkler caps is banned.
 - Water main flushing will only be used to address water quality issues.

The following voluntary conservation measures remain in effect:

- Take shorter showers.
- Run dishwashers and washing machines with full loads.
- Use water only as needed when washing dishes, shaving, and brushing teeth.
- Avoid power washing buildings and washing vehicles with public water.
- Raise the thermostat in UConn buildings, particularly when leaving at night.
- Immediately report leaky fixtures in UConn buildings to Facilities Operations (486-3113).

By issuing the Stage III Water Supply Warning, the University is seeking our support and cooperation to further reduce how much water its customers use. UCONN is actively monitoring conditions and will continue to provide updates as conditions change.

Upcoming Events

- *Celebrate Mansfield Festival* - The Mansfield Downtown Partnership invites residents to celebrate our community with music, food, games, and fun for all ages on Sunday, Sept. 18, 2016. The 13th Annual Celebrate Mansfield Festival will take place on and around the Mansfield Town Square from noon to 4:00 PM. This will be the largest Festival yet with 97 booths and 3 performance stages! The fun begins with the Celebrate Mansfield [Parade](#) at noon, which will lead the way from the Storrs Post Office to the Town Square. [Entertainment](#) will be provided by: UConn Marching Band, E. O. Smith Band, UConn First Folio!, Kidsville Kuckoo Revue, Pete Haddad's Hubba Bubba Magic Show, Mansfield Academy of Dance, UCONN Dining Services, Air Traffic Controller, and our headliner, [Bronze Radio Return!](#) This event is free and open to the public. For more information, including parking and road closure information, please visit downtownstorrsfestival.org.
- *Storrs Farmers Market* - The Storrs Farmers Market is open every Saturday from 3:00 to 6:00 PM through Thanksgiving on the front lawn of the Mansfield Town Hall. Everything sold at the Market is grown and

produced in Connecticut. In fact, the average distance from farm to market is just under 10 miles! For more information, please visit storrsfarmersmarket.org.

Upcoming Meetings*

- Special Town-University Relations Committee Meeting, September 13, 2016, 4:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Special Committee on Committees Meeting, September 13, 2016, 6:00 PM, Conference Room C, Audrey P. Beck Municipal Building
- Four Corners Sewer and Water Advisory Committee, September 13, 2016, 6:30 PM, Council Chamber, Audrey P. Beck Municipal Building
- Historic District Commission, September 13, 2016, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Ad hoc Committee on Rental Regulations and Enforcement, September 14, 2016, 5:30 PM, Mansfield Community Center, Community Room
- Sustainability Committee, September 14, 2016, 5:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Zoning Board of Appeals, September 14, 2016, 7:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Personnel Committee, September 19, 2016, 5:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Planning and Zoning Commission Meeting, September 19, 2015, 6:30 PM, Council Chamber, Audrey P. Beck Municipal Building
- **Special Town Council Meeting**, September 20, 2016, 6:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Open Space Preservation Committee, September 20, 2016, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Cemetery Committee, September 21, 2016, 3:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Conservation Commission, September 21, 2016, 7:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Economic Development Commission, September 22, 2016, 5:30 PM, Council Chamber, Audrey P. Beck Municipal Building
- Finance Committee, September 22, 2016, 6:30 PM, Conference Room C, Audrey P. Beck Municipal Building
- Town Council Meeting, September 26, 2016, 2016, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building

**Meeting dates/times are subject to change. Please view the [Town Calendar](#) or contact the Town Clerk's Office at 860-429-3302 for a complete and up-to-date listing of committee meetings.*